

## View Headers and Footers

**Did you know....**that you can use headers and footers to include page numbers and version control details in your documents?

A **header** refers to the text that appears at the top of the page and a **footer** refers to the text that appears at the bottom of the page. They are independent of the body text. Headers are a good place to put general information like the document title. Footers are most commonly used to insert copyright and document version information and page numbers.

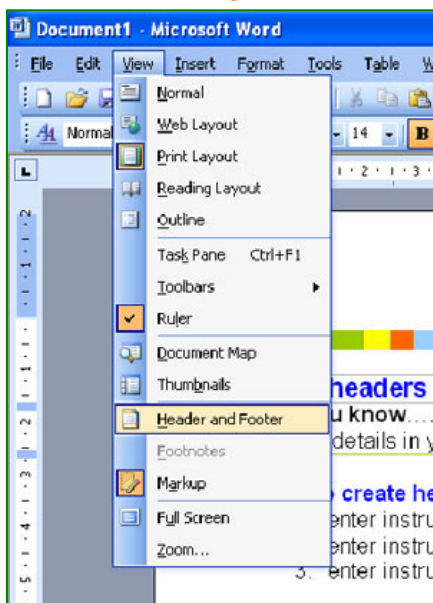
### How to Create Headers and Footers

1. Click **View** on the menu bar, then select **Header and Footer** to display the Header area and the Header and Footer toolbar
2. **Type the text** you want to display in the header area (example: eTips)
3. Click on the **Switch Between Header and Footer** button on the toolbar
4. **Type the text** you want to display in the footer area (example: Department name, version control information and the word page)
5. Make sure the mouse cursor is still positioned to the right of the word page, press the spacebar and then click on the **Insert Page number** button on the toolbar to insert automatic page numbering.
6. Click **Close** on the toolbar to close the header and footer view and return to normal view.

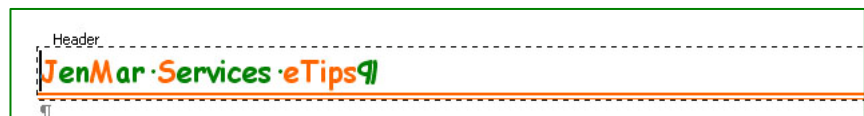
**Note:** You can format the header and footer text using the formatting toolbar.

### Example

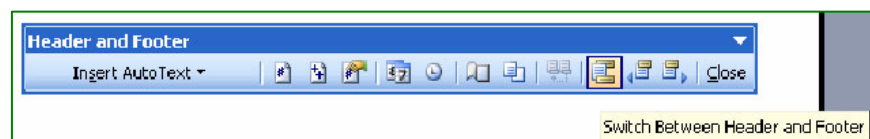
#### Step 1



#### Step 2



#### Step 3



#### Step 4



#### Steps 5 & 6

